

COUNCIL OF ADMINISTRATION

Committee 2 (Finance and Administration)

Changes to the International Bureau's organizational structure

Report by the Secretary General

(Agenda item 14)

1 Subject	References/paragraphs
Presentation of a number of changes to the UPU International Bureau's organizational structure.	§§ 1 to 37
2 Decisions expected The Council of Administration is invited to: <ul style="list-style-type: none"> – take note of organizational developments at the UPU International Bureau; – approve the creation of the post of Provident Scheme Administrator. 	§ 38

I. Introduction

1 At each CA session, the International Bureau (IB) presents a report on planned changes in its organizational structure.

2 The main purpose of the current restructuring was to enable the IB to respond more effectively and efficiently to the evolving needs of the postal business environment, as set forth in the Doha Postal Strategy, and also to take into account the decisions of the 2013.1 POC and CA, in particular those relating to the councils' own structures. The changes are fully in line with the budgetary limits set for 2013.

3 This reorganization focused mainly on the operational directorates that are active in the field and which provide expertise, systems and solutions to member countries, designated operators and third parties.

4 An interdisciplinary task force, chaired by the Deputy Director General, has been working to ensure that the structural changes are carried out and finalized in full compliance with the UPU Staff Rules and Regulations applicable to job creation and abolition, post classification/reclassification, and filling of vacant positions.

5 In order to ensure continuity, some staff members have been assigned to vacant posts until the classification and appointment processes are completed.

6 The IB Staff Association has been consulted in the course of this process.

II. Adjustments to the IB organizational structure

A. General Management and Executive Office

Transfer of functions

7 The functions of sustainable development, resource mobilization and financial inclusion, previously under the Executive Office and Communication Directorate (DCC – now renamed Executive Office, Strategy and Communication Directorate) have been transferred to the Development Cooperation Directorate (DCDEV).

8 Responsibility for Union strategy, previously under the Finance and Strategy Directorate (DFI – now known as the Finance Directorate), has been moved to the DCC, which is also now responsible for the regional strategy round tables and the Union strategy conferences between Congresses.

Lateral transfers of staff

9 The previous incumbent of the post of Director of the Executive Office and Communication was laterally transferred to the post of Director of Markets Development as of 3 June 2013.

10 The previous incumbent of the post of Head of the Executive Office was transferred to DCDEV along with some of his previous functions.

11 The staff members responsible for strategic planning activities were laterally transferred from the DFI to the DCC.

B. Economics and Regulatory Affairs Directorate (DER)

Modified functions

12 The DER has been assigned the new responsibility for product strategy and integration in line with the decisions of Congress, the CA and the POC. The Operations and Technology Directorate (DOT) retains the quality of service measurement and improvement activities, while the DER has taken on the basic physical services (parcels, letters and packets). The creation and strengthening of the product strategy and integration function within the IB is in line with the structure of POC Committee 3, which deals with these areas. It also takes account of the fact that parcels and packets are a boom area, driven by e-commerce in particular.

13 Statistics and economics: an "integrated data and economic research competence pool" has been created to help make the IB a valued knowledge centre for the postal sector. The pool is intended to provide professional services to all IB directorates and programmes. It will also contribute to the building up of knowledge partner networks within the postal sector and with potential contributors to the UPU's knowledge development initiatives.

14 Remuneration: an integrated, specialized pool of competencies has been put in place to deal with both parcels and letters. This is in line with the requirements of the CA, POC and Congress.

15 Governance: a programme responsible for governance and regulatory affairs has replaced the former programme dealing with treaties and regulations. The aim of this was to bring all legal matters under a single office.

Lateral transfers of staff

16 The incumbent of the former post of Economic Affairs Coordinator has been transferred from the DER to the Operations and Technology Directorate (DOT).

17 The incumbent of one of the Treaty Obligations and Regulatory Affairs Expert posts has moved from the DER to Legal Affairs (DAJ).

18 The Quality of Service Coordinator has been moved from the DOT to the DER and a new role as Product Strategy, Integration and Economics Coordinator.

19 The incumbent of the former post of Parcels and Logistics Programme Manager has been transferred from the DOT to the DER and is now Physical Services Programme Manager.

C. Operations and Technology Directorate (DOT)

Modified functions

20 Quality of service measurement and improvement: the aim was to form two teams specializing respectively in measurements and improvement activities.

Lateral transfers of staff

21 The Quality of Service Coordinator post has been transferred from the DOT to the DER (see above).

22 The Parcels and Logistics Programme Manager post has been moved from the DOT to the DER (see above).

23 The incumbent of the former post of Economic Affairs Coordinator has been transferred to the DOT and is now Quality of Service Coordinator (Physical Services).

D. Markets Development Directorate (DDM)

Modified functions

24 No transfers of functions have taken place, and no new responsibilities have been assigned to this directorate.

Lateral transfers of staff

25 The previous Director of the Executive Office and Communication has been laterally transferred to the post of Director of Markets Development (see above).

E. Development Cooperation Directorate (DCDEV)

Modified functions

26 The Sustainable Development, Financial Inclusion and Resource Mobilization Programme, which previously came under the DCC, has been transferred to the DCDEV, and the newly created functions of Disaster Risk Management and Emergency Aid Assistance have been added to this programme.

Lateral transfers

27 The previous Head of the Executive Office has moved, with his staff, from the DCC to the DCDEV in his new capacity as Sustainable Development, Financial Inclusion, Resource Mobilization and Disaster Risk Management Coordinator.

F. Finance Directorate (DFI)

Transfer of functions

28 The Strategy Programme has been transferred to the DCC, while the Provident Scheme has become a new, stand-alone function.

29 The Budget Programme, which was previously attached to the strategic planning function, has now been merged with the Internal Control System Programme.

Lateral transfer of staff

30 The staff members responsible for strategic planning who were previously working in the DFI have been moved to the DCC.

G. Legal Affairs (DAJ)*Transfer of functions*

31 Legal aspects of treaties, previously handled by the DER, are now dealt with by Legal Affairs.

Lateral transfer

32 The incumbent of one of the Treaty Obligations and Regulatory Affairs Expert posts has been moved with his post from the DER to the DAJ (see above) to deal with issues relating to treaties in the DAJ.

H. Provident Scheme Administration (PSA)*Functions*

33 A new unit has been created to manage the UPU Provident Scheme and its secretariat.

Lateral transfer

34 The previous Director of Legal Affairs has been laterally transferred to the PSA in the role of Provident Scheme Administrator and Secretary.

35 The staff members performing tasks related to the Provident Scheme have been laterally transferred to this new unit.

CA approval required

36 The CA's approval for the creation of the post of Provident Scheme Administrator is required.

III. Human resource actions

37 Human resource actions, both in terms of post classifications and processes for the filling of posts, will be carried out in full compliance with UPU rules.

IV. Decisions to be taken by the CA

38 The CA is invited to:

- take note of organizational developments at the UPU International Bureau;
- approve the creation of the post of Provident Scheme Administrator.

Berne, 16 September 2013

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Secretary General